



First Aid Policy

Date of Policy Issue:	January 2018
Review Date:	January 2020
Name of Responsible Manager/Headteacher:	Lynn Paul
Signature of Responsible Manager/Headteacher	
Signature of Chair of Governors	
Date:	

Issue number	2.1
Changes:	<ul style="list-style-type: none"> • Change of Policy Issue and review date • Change of staff names as appropriate • Reference to Corporate policy in Policy Statement section • Addition of 'Out of Hours and Trips' section • Addition of First Aid Needs Assessment and First Aid checklist forms

Introduction

Policy Statement

Kings Worthy Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Kings Worthy Primary School is held by the School Business Manager who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 1. It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 2. The Children's Services First Aid Needs Assessment Form (Appendix 2) will be used to produce the First Aid Needs Assessment for our site

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring that the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aid staff, appointed persons, Schools First Aid staff, Emergency First Aid staff and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Kings Worthy Primary school there are no appointed persons.

School First Aid Trained Staff

At Kings Worthy Primary school there are 10 school first aid trained staff who are as follows:

- Heather Moncrieffe - LSA
- Jo Griffiths – LSA
- Carol Butler- LSA
- Eleanor Stewart – LSA
- Fiona Haydon- EYFS LSA
- Eve Silvester – EYFS LSA
- Karen Bannister- LSA
- Carole Stevens LSA
- Kath Brash Finance Assistant
- Carys Sturt Admin Assistant

They will be responsible for administering first aid, in accordance with their training, to pupils that become injured or fall ill whilst at school or on school trips.

Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

At Kings Worthy Primary school there is 1 emergency first aider who is as follows:

- Chris Carr

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

Qualified First Aiders *(Those completing the HSE approved 3-day first aid course)*

At Kings Worthy Primary school there are 2 qualified first aiders who are as follows:

- Lynn Paul – Business & Admin manager
- Emma Gaunt- Class teacher

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

At Kings Worthy Primary School there are 2 paediatric first aid trained staff who are as follows:

- Cassandra Moore – EYFS leader
- Jackie Alexander- LSA

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

Kings Worthy Primary School will have a Premises First Aid Box and a Travel First Aid Kit which will be stored in the First Aid Room. There will also be four portable first aid kits for playground/outdoor use. There are basic first aid kits in each classroom.

It is the responsibility of the qualified first aider to check the contents of all first aid kits every four months (termly) and record findings on the Children's Services First Aid Kit Checklist (CSAF-003 – Appendix 3).

Completed checklists are to be stored in the Health and Safety File.

The contents of first aid kits are listed under the "required quantity" column on the checklist itself.

The school medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Washbasin with running water
- First aid kit
- Seating (which could be used for the patient to lie down)
- Near a telephone

Procedures to Follow in Event of an Accident

Staff will refer to the Kings Worthy Primary School accident flow chart which is situated in the First Aid Room and in various key areas around the school.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness, convulsion/Epileptic episode
- In the event of administering an EpiPen (Allergic reaction/Anaphylaxis)
- In the event of administering medication for Asthma and the condition has not improved
- Whenever there is the possibility of a fracture or where this is suspected, where appropriate.
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Requires attendance at hospital
- Is a head injury i.e. bump to head sticker (visual prompt) or note home

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of Hours and Trips

The first-aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by the School Business Manager who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the trip risk assessment. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

All accidents are to be recorded on an accident reporting form / accident book with the following information:

- Date and time of accident
- Name of injured person
- Precise location of accident
- Details of injury, how it occurred and any First Aid administered.
- Details of parental contact
- Teacher in charge of child when accident took place
- Signature of person reporting the incident

All accidents requiring hospital treatment should be notified using the online reporting system.

Please refer to "Guidance for the Incident Reporting system" in Appendix 1.

The Governing Body will receive an annual report from the Headteacher on the programme of staff training and the nature of any complaints received.

Attached to this policy:

- Guidance for the Incident Reporting System (Appendix 1)
- Accident reporting flowchart
- First Aid Needs Assessment (Appendix 2)
- First Aid kit checklist (Appendix 3)

Appendix 1

Guidance for the Incident Reporting System

Hampshire County Council (HCC) has an online system for reporting and recording **all** accidents, near misses, road traffic incidents, dangerous occurrences, occupational ill health, incidents of violent behaviour and near misses. This system can be located via links from our H&S web pages using the link below: <http://intranet.hants.gov.uk/healthandsafety/healthsafetyreport.htm>

There is also a paper version of the reporting form available for those staff in the interim that do not have IT access or the time to complete it online themselves.

The flow chart on the next page can be used to clarify how serious incidents should be reported in schools.

The reporting system has been introduced to enable HCC to maintain visibility of all incidents that are **work related** and enable departmental H&S teams to take ownership of reporting accidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

What should be reported?

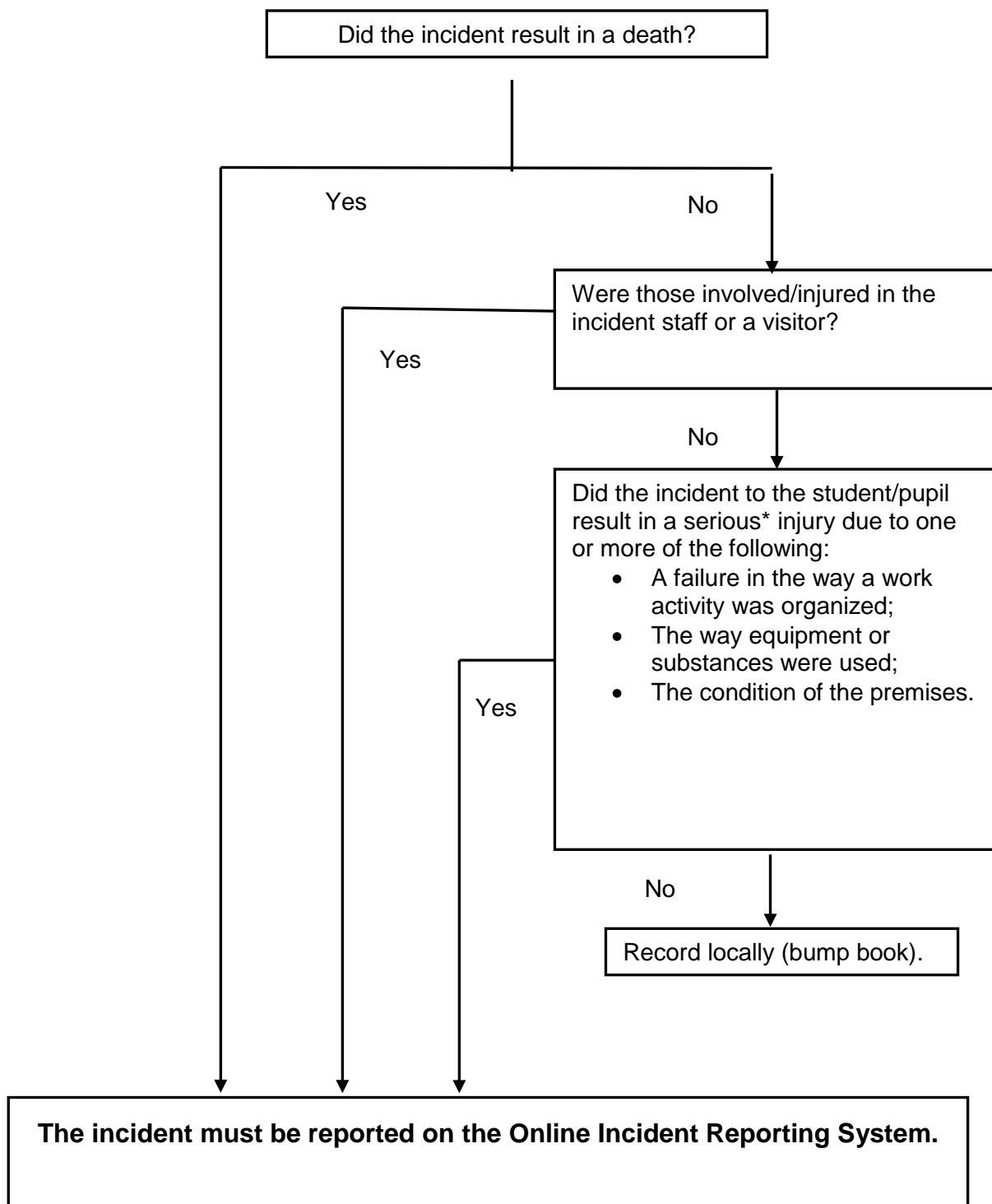
The online system should be used to report accidents that are **work related** and fall into one of the following criteria:

- Accidents – all incidents to staff, contractors, members of the public and any serious incidents to children (it is still expected that schools will use minor bump books for everyday injuries in the playground etc. which will not need to be reported on the online system)
- Road traffic incidents – any road traffic incidents on your site or involving a member of public/staff/student during the course of a work related activity
- Near misses – any near misses on site
- Dangerous Occurrences – these are a particular set of criteria set by the HSE (<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>)
- Occupational Ill Health - a range of [specific illnesses or diseases](#) that can be caused by work as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Violent incidents – intentional violent incidents/act towards a member of staff or public in a care related activity.

Once you have reported an incident you will be emailed a copy of the report (please ensure your email address is entered correctly). These then form your record of the incident that can be used to monitor locally for trends.

For some incident reports e.g. accidents, you will be asked to complete an investigation as well. This will record your follow up actions. The investigation request will be sent to the person you have entered in the system on the incident report management section.

Work related incident in a school



Schools will still need to use minor bump books for everyday injuries in the playground etc. which will not need to be reported on the online system.

For incidents where you believe there may be potential for a legal claim you can use the online accident report form and investigation to record your findings and actions.

Appendix 2

This needs assessment template is for schools / sites to use to highlight what issues you might need to consider, and to record your findings.

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (Insert Your Information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	<i>Consider any specific training for first aiders, extra first aid equipment, precise siting of first aid equipment, informing emergency services and the first aid room requirements and location</i>
3	Are large numbers of people employed on site?	<i>You will need to consider the number of staff and a commensurate number of first aiders to deal with the higher probability of accidents</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>You may need to locate your first aid provision in certain areas, review first aid box contents and increase first aid staff proportionately</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>First aiders will need to be trained to a suitable level to enable them to address any likely ill-health or medical conditions as well as potential injuries. It is helpful if first aiders are aware of the health problems and any issues staff with disabilities might experience, but personal information can only be provided with the individual's permission</i>
6	Are there clients or service users on the site who may need first aid?	<i>The needs of any clients and service users should be considered in your assessment</i>
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>An adequate level of first aid cover will need to be considered at lunch times and start/end of the day with arrangements made with first aid trained staff to ensure there is adequate cover</i>
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	<i>The layout of some larger sites with separate buildings or large multi-storey buildings will need to be considered as to where the first aiders are based, as the distance first aiders have to travel may increase the risk to an injured person</i>
9	Do you have any work experience trainees?	<i>Remember that your first aid provision must extend to cover these trainees</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>Young/inexperienced staff/visitors can have higher rates of injuries. If large enough numbers are present this may require additional first aid cover</i>
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>The introduction of flexible working and extended working hours should be considered as part of the assessment for first aid cover</i>
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>Each shift may need to be considered separately to ensure that there is first aid provision when people are at work</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>If you share a site or building with one or more other organisations then co-operating on providing first aid cover is acceptable, but it is strongly</i>

		<i>recommended that this is documented in your own first aid policy and monitored. If the building or site is shared by staff from different departments it is important that the assessment considers the building or site as a whole, and departments share the first aid provision arrangements</i>
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>Sites remote from emergency services such as accident and emergency departments or where emergency services will take time to arrive may need a higher level of first aid provision such as a first aider rather than an emergency first aider</i>
15	Do some staff work alone or remotely (including contracted home workers)?	<i>Staff who work alone and especially those who work alone in remote locations will need access to their own first aid kits so they can self-administer first aid (in accordance with your own lone working policy). Staff who work at home full time will also need to have their own first aid provision</i>
16	Do you have service users aged five years of age or younger?	<i>The Early Years Foundations Stage statutory instrument and Ofsted require organisations to have adequately trained paediatric first aid trained staff always present on site and trips if five year olds or younger children are on site</i>
17	Do members of the public visit your premises?	<i>Hampshire County Council does extend its first aid cover for members of the public using our sites and services. Where the public access our sites and buildings, this cover needs to be considered</i>
18	Do you have any employees with reading or language difficulties?	<i>You will need to make special arrangements to give them the necessary first aid information</i>

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.

Part 2

SUMMARY OF REQUIRED FIRST AID PROVISION

Name of Premises/Organisation/School		
Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers to be Trained to Meet On-Site Requirement
Qualified First Aider		
Emergency First Aider		
School First Aid Trained		
Paediatric First Aid Trained		
Appointed Person		
Other: (Please specify)		
<i>(Note: This is not to include any training requirements for medicine administration)</i>		
First Aid Kits	Quantity Required	Locations of First Aid Kits
Yes / No		
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes / No		
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes / No		

Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms	
Yes / No (list)			
First Aid Needs Assessment Completion			
Manager's comments	Insert comments relevant to assessment as appropriate		
Name of manager	Signature of manager	Date	
Assessment reviews	Set future review dates & sign/comment upon completion		
Review date	Reviewed by	Reviewer signature	Remarks

Appendix 3

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003 First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist				
Location of First Aid Kit/Box				
Vehicle & Registration No. <i>(if applicable)</i>				
Identity No. of First Aid Kit/Box <i>(if applicable)</i>				
Date of Initial First Aid Kit/Box Check				
Name of Assessing First Aider				
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		
Additional Checks				
1	Are all items of first aid within expiry date?	YES	NO	
2	Are all items of first aid in good, undamaged condition?	YES	NO	
3	Is the first aid kit/box in good condition & undamaged?	YES	NO	
4	Is the location of the first aid kit/box clean and accessible?	YES	NO	
5	Is the first aid location sign present & in good condition?	YES	NO	
6	Is the list/sign of trained first aiders present & up-to-date?	YES	NO	
Summary of Actions				
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES	NO	
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
Follow-up Actions				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED			YES	NO
Name	Signature		Date	

Note: **Minimum Required** – Minimum contents required in any first aid kit under ACOP (legal) guidance
Required Quantity – Your own contents requirements based upon your selected size of first aid kit
Quantities are to be locally inserted before the form is issued or used
Actual Quantity – Actual contents noted at the time of this periodic check of the first aid kit